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REFERENCE
MANUAL

**NATIONAL PHOTOGRAPHIC
INTERPRETATION CENTER**

OASIS: DISSEMINATION CONTROL SUBSYSTEM

January 1979

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Sensitive Intelligence Sources and Methods Involved
(WNINTEL)

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DISSEMINATION CONTROL ABBREVIATIONS

NOFORN-	Not Releasable to Foreign Nationals
NOCONTRACT-	Not Releasable to Contractors or Contractor/Consultants
PROPIN-	Caution-Proprietary Information Involved
USIBONLY-	USIB Departments Only
ORCON-	Dissemination and Extraction of Information Controlled by Originator
REL...	This Information has been Authorized for Release to ...

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**OASIS: DISSEMINATION CONTROL
SUBSYSTEM**

A Reference Manual for DCB/RSD/PSG

January 1979

Prepared by the Computer Services Division, PSG

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INTRODUCTION

The Operations and Administration Support Information System (OASIS) consists of several subsystems which support the various activities of the Reference Services Division (RSD).

The Dissemination Control Subsystem of OASIS is designed to assist the Dissemination Control Branch of the Reference Services Division (DCB/RSD) in the recording, distribution, and control of classified materials. These classified materials include documents, errata, briefing aids, microfiche, graphics and various types of memoranda.

ASSUMPTIONS

We assume that those who use this manual have received training provided by the Computer Service Division in the use of the Dissemination Control Subsystem of OASIS. We also assume that you know how to operate a Delta Data 5000 CRT.

GENERAL DESCRIPTION

You can use the Dissemination Control Subsystem:

- * to identify all classified or code word materials received by DCB.
- * to disseminate these materials to the appropriate addressees.
- * to maintain detailed records on all disseminated materials.
- * to generate signature receipts for every addressee to which materials are shipped.
- * to generate tracer notices for shipments which have not been acknowledged by recipients.
- * to generate periodic reports cataloging and/or describing the materials which have been disseminated.

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- * to answer specific requests concerning the dissemination of materials.

The Dissemination Control Subsystem consists of the Material Dissemination File (MDF), software and on-line equipment. On-line CRTs will be located in your work areas.

The Dissemination Control Subsystem also includes the Materials History File (MHF). It will be maintained off-line on magnetic tape. Semiannually, data will be copied from the MDF into the MHF. You will also have the capability of restoring records from the MHF back into the MDF through use of the OASIS Archival Restoration Program (OASRSTR). Because archival procedures will not be initiated until 1980, their design and implementation will be delayed until a later date.

The control of classified materials has been divided into five major functions:

- recording materials received and disseminated
- disseminating materials
- approving materials for foreign dissemination
- generating signature receipts
- generating various reports

Recording Materials Received

Two units in DCB/RSD disseminate materials. The Distribution Unit handles bulk shipments and the Registry Unit processes smaller shipments and individual copies. The processing procedures are identical except that the Distribution Unit may use a feature of the subsystem that automatically assigns copy numbers to standard lists of addressees.

When material arrives in DCB/RSD, it is first checked via the CRT to determine if the material has been previously entered in the file. If the material has been entered, then its descriptive data is verified. If the material has not been previously entered, then DCB/RSD gives the material a security control number (SCN) if it does not already have one. The SCN is a unique number assigned to each item in the file. Then DCB/RSD enters descriptive data on the item. If necessary, DCB/RSD may assign an accession number and physically record the number on the material. The accession number also may be assigned and entered into the system at a later time.

Disseminating Materials

The subsystem will then process the copies of the material for distribution. This can be done in two ways. The subsystem will automatically assign copy numbers for distribution for items which are distributed in bulk to a standard list of addressees. In the case of items that are disseminated to only a few addressees or an item that is disseminated to just one addressee, you enter the copy assignment data directly. The subsystem then uses this information to generate receipts and to maintain a permanent record of the dissemination.

Errata for materials stored in the file are disseminated in the same manner as original materials. After an errata is given an SCN, the description data from the original is displayed. Then the data is edited, if necessary. The errata is then processed for distribution in the same way as original materials.

The subsystem can also be used to process materials for destruction. Items to be destroyed are processed in the same manner as items to be disseminated except that D000 is entered for addressee.

Approving Materials for Foreign Dissemination

Any material disseminated to a foreign addressee, that is, an addressee outside the continental United States, must be reviewed and approved for dissemination by the TCO before it can be shipped. The subsystem will facilitate this extra handling with a batch program (OASFLIST) which is used to produce a list of all materials that are to go to foreign addressees. This list is forwarded to the TCO along with the material to be disseminated. The TCO reviews the material, determines the copy distribution for each item on the list, and decides whether or not it can be passed to foreign governments. The distribution and classification data are then entered into the MDF for receipt generation.

Generating Signature Receipts

The subsystem does not generate a receipt for each item that is disseminated. It does generate a receipt which lists all of the materials being sent to a particular addressee at a particular time. The signature on this receipt will indicate that all copies of the items listed on it have been received by the addressee and will serve in lieu of a separate signed receipt for each document.

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The data used for the generation of receipts is stored in the MDF. You have the option of requesting that all pending foreign receipts, all pending domestic receipts, or receipts for specific addressees be printed. Two copies of each receipt are printed on Form 143 paper (standard sized computer paper). Receipts for foreign addressees will have a different format than those for domestic addressees.

Generating Reports

The subsystem can be used to generate three different types of reports: periodic reports, special purpose reports and tracer notices.

Periodic reports are those reports which are produced on a regular basis. The type of data included in these reports is fixed. Periodic reports will be produced by CSD upon request. The response time for periodic reports is overnight.

The following types of periodic reports will be produced:

General Dissemination Reports: These reports will list the materials you disseminated during a specified time period. These include reports covering:

- * all materials disseminated.
- * all materials disseminated to foreign addressees.
- * all materials disseminated to domestic addressees.
- * all NPIC originated materials sent to the Records Center.
- * all materials of a specified report type.

Foreign Release Reports: These reports list materials disseminated to a specific foreign addressee during a specified time period. There are five types of foreign release reports:

- * all materials disseminated to all foreign addressees.
- * all materials disseminated to a specific foreign addressee.
- * all materials of a specific type disseminated to a specific foreign addressee.

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- * all materials originated by a specific agency that have been disseminated to a specific foreign addressee.
- * all materials of a specific type originated by a specific agency that have been disseminated to a specific foreign addressee.

Special Purpose Reports: Special Purpose Reports are those which are not predefined and are usually precipitated by unusual occurrences within the intelligence community. Requests for these reports will be processed as quickly as possible. The Query Language Processor (QLP) will be used to answer these requests.

Tracer Notices: A tracer notice is a report that identifies receipts that have not been acknowledged by the recipient. Tracer notices will be produced for all domestic receipts that have not been acknowledged after ten days and for all foreign receipts that have not been acknowledged after thirty days.

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THE DISPLAYS

GENERAL DESIGN

In general the design of the displays discussed in this manual is the same:

TOP OF DISPLAY

- defense classification and control system
- one line reserved for a message regarding the status of the display or an error
- title and identification of the display and page number

BODY OF THE DISPLAY

BOTTOM OF THE DISPLAY

- what to do next expressed as one or more abbreviated options
- defense classification and control system

Fields on the displays which contain Xs will be filled with data generated by the subsystem.

GENERAL PROCEDURES

The CRT displays discussed in this chapter are the means by which you will enter and retrieve data from the on-line files. You will have access to the following displays:

- * Material Dissemination Options (MDFØ)
- * Material Description Data
- * Address List Designation
- * Copy Assignments
- * Build Address List
- * Addressee Identification
- * Review Receipt

Before you can use any of these displays, however, you must follow this general procedure.

- * First enter and transmit "sign-on" data via the Sign-On Display.
- * Then select the Dissemination Control Subsystem option via the OASIS Options Display (OASØ).

USING THE CRT KEYBOARD

Use the CRT keyboard to

- * enter data
- * change displayed data
- * delete displayed data

Unless otherwise instructed, always enter data above the dashes that appear on the CRT screen, e.g.

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The number of dashes indicates the number of character positions in the entry. Data that can be changed or deleted always appears with a dash below each character. To change an entry simply type the new over the old one.

You may enter, change, and delete data as often as you wish before transmitting the display to the computer.

USING THE LIGHT PEN

A light pen is connected to the right-hand side of each Delta Data CRT. When pressed against the screen, the pen marks an option you have selected.

Options you may select may appear anywhere in the display. Each will always be preceded by a pair of brackets [-].

To make your selection

- * place the tip of the pen anywhere on the name of the option or inside the brackets
- * gently press the pen against the screen until the tip is depressed
- * the letter X will appear inside the brackets preceding your choice

To cancel your selection repeat this procedure.

PAGING THROUGH A DISPLAY

The number of pages comprising a display appears at the top of the display, to the right of the title. You may page through the display by using either the function keys or by using the paging options listed at the bottom right of the display then transmitting.

- * PA1 - page backward.

- * PA2 - redisplay page.

- * PA3 - page forward.

or

- * GO TO PG [--] - Enter page number.

- * [-] FW - Light pen to display next page.

- * [-] BK - Light pen to display preceding page.

USING THE FUNCTION KEYS TO FLOW TO DISPLAYS

There are two other function keys that you may use to flow to the option displays.

- * PF1 - OASIS Options Display.

- * PF2 - Material Dissemination Options Display.

ERROR AND STATUS MESSAGES

In each display, line 2 -- immediately under the top classification line -- is reserved for error and status messages. Status messages concern the status of the record you are updating. Some error messages and what to do should you receive one are presented in the last chapter of this manual.

TIME LIMITS

You may use the displays as long as you wish. By using a display we mean transmitting choices or data or using one of the function keys at the top of the right of the keyboard.

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If you have not used a display for 20 minutes, the program will automatically terminate, and TERMINAL INACTIVE will appear on the screen.

To begin another program run, sign on again and redisplay the CRT page that was on the screen when the program was terminated.

TERMINATING A PROGRAM RUN

To terminate a run of the program, press the PA4 function key.

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SIGN-ON DISPLAY

Be sure the SYS AVAIL light to the right of the screen is on. If it is not, the CRT cannot be used for processing.

1. Press the PA4 function key. Sign-On Display will appear on screen. If it does not, repeat this step.
2. Enter your name, badge number, component code, password, and the letters OAS. Unlike the other data you have just typed, your password will not appear on the screen. Press TRANSMIT.

If you entered all data correctly, the OASIS Option Display (OASØ) will appear on the screen.

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```
* * * * *
```

```
OASIS OPTIONS
```

```
[ - ] FILM OPTIONS
```

```
[ - ] DISSEMINATION OPTIONS
```

```
[ - ] DISSEMINATION MAINT
```

```
[ - ] XMIT
```

```
* * * * *
```

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OASIS OPTIONS DISPLAY

USE: To list the options of OASIS and to select the option that you are going to use.

INSTRUCTIONS:

[-] DISSEMINATION OPTIONS - Light pen and transmit this option if you wish to use the Material Dissemination Options Display to process material for dissemination.

The film and maintenance options are not available to DCB/RSD.

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INPUT AND REVIEW:

PRINT RECEIPTS FOR:

```

[-] ALL DOMESTIC
[-] ALL FOREIGN
[----] ADDRESSEE

```

RECEIPT MAINTENANCE:

```
[-----] RECEIPT NUMBER
[----] ADDRESSEE
      [-] VOID RECEIPT
      [-] REPRINT RECEIPT
      [-] REVIEW RECEIPT
      [-] RECEIPT RETURNED
          CABLE NUM [-----]
```

ADDRESSEE INFORMATION:

```

[-] ADDRESSEE ID LIST
  [---] ADDRESSEE
  [-] ALL
[-] ADDRESS LIST
  [--] ADDRESS LIST

```

[-] OASØ

[-] XMIT

MATERIAL DISSEMINATION OPTIONS DISPLAY (MDFØ)

USE: To display options provided by the Dissemination Control Subsystem and to provide you with access to them. Also used to request the printing of receipts; to void, review or reprint a receipt; or to mark a receipt returned.

FUNCTIONS: There are four major material dissemination functions:

- input and review
- receipt maintenance
- print
- addressee information

INSTRUCTIONS: Choose only one option of one function each time you use this display. Light pen the option and enter data between the brackets if appropriate. If you make a mistake in entering data, type over the erroneous data. Then transmit. If you are using the input and review function, the addressee information function or the review receipt option of the receipt maintenance function, the first display in a set will appear. If you are using any other option of the receipt maintenance or the print function, the subsystem will send a message that the operation has been completed. The message will appear in the second line of the display.

INPUT AND REVIEW:

[-----] SECURITY CONTROL NUMBER

Required Entry: Each item stored in the MDF is identified by an SCN. Any new item entered into the system must be assigned an SCN. To review data already stored in the file, enter the SCN of the item.

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[-] MATERIAL DESCRIPTION DATA

Light pen this option to enter new data into the MDF or to review data already in the system.

[-] COPY ASSIGNMENTS

Light pen this option to review or change copy assignments for an item already in the MDF.

[-] ERRATA FOR ORIGINAL:

SECURITY CONTROL # [-----]

Light pen this option to process errata for dissemination. Enter an SCN for the errata. Then enter the SCN of the original between the brackets on the line below the option. This is a required entry.

RECEIPT MAINTENANCE:

[-----] RECEIPT NUMBER

Required Entry: The subsystem automatically assigns a unique, nine-character alphanumeric number to every receipt it generates. This serves to identify each receipt. You must enter the number of the receipt you wish to work on between the brackets.

[----] ADDRESSEE

Required Entry: Each addressee in the file is given a unique, four-character alphanumeric identification number. Foreign addressee IDs begin with an F.

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Domestic addressee IDs begin with a D. Type the addressee ID number of the receipt between the brackets. Now you may choose one of the following options:

[-] VOID RECEIPT

Light pen this option to void a receipt. When the receipt has been voided, a message will appear in the second line of the display indicating that the operation is complete.

[-] REVIEW RECEIPT

Light pen this option to review a receipt either before or after it has been printed and to print receipts for items requiring priority dissemination.

[-] REPRINT RECEIPT

Light pen this option to reprint a receipt. The subsystem will automatically reprint the receipt and send a message to the second line of the display indicating the program has been initiated.

[-] RECEIPT RETURNED

CABLE NUM [-----]

Choose this option to mark the receipt returned. For receipts for domestic addressees, light pen [-] RECEIPT RETURNED. For receipts from foreign addressees, you must also enter the cable number which serves in lieu of a signed receipt. A message will appear in the second line of the display when the operation is complete.

PRINT RECEIPTS FOR:

[-] ALL DOMESTIC

Light pen this option to print all pending receipts for domestic addressees. A message will appear in the second line of the display indicating that the program has been initiated.

[-] ALL FOREIGN

Light pen this option to print all pending receipts for foreign addressees. A message will appear in the second line of the display indicating that the program has been initiated.

[----] ADDRESSEE

To print the pending receipt for a specific addressee, enter the appropriate addressee ID number between the brackets. A message will appear in the second line of the display when the program has been initiated.

ADDRESSEE INFORMATION:

[-] ADDRESSEE ID LIST

[----] ADDRESSEE

[-] ALL

Choose this option to identify the name of an addressee from its addressee ID number or to display a complete addressee ID list.

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- * To determine the identity of a specific addressee, light pen [-] ADDRESSEE ID LIST and type the addressee ID number between the brackets.
- * To display the complete addressee list, light pen [-] ADDRESSEE ID LIST and then light pen [-] ALL.

[-] ADDRESS LIST

[--] ADDRESS LIST ID

Choose this option to display standard address lists that are stored in the file or to create a new address list.

- * To review an address list stored in file, light pen [-] ADDRESS LIST and enter the Address List ID number between the brackets.
- * To create a new address list, light pen [-] ADDRESS LIST and then enter the ID number for the new list between the brackets.

WHAT YOU CAN DO NEXT:

[-] OASØ

Light pen and transmit this option if you wish to go to the OASIS Options Display, or press the PF1 function key.

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MATERIAL DESCRIPTION DATA DISPLAY

USE: To enter new description data into the file or to review and/or edit existing description data in the file.

INSTRUCTIONS: To enter new data, type in the appropriate data between the brackets. The report number, accession number and country code are optional; the other entries are required. Light pen [-] UPDATE and then transmit. The display will reappear showing the new data.

Data already in the file will appear in the bracketed areas in the display. To edit type over the data you wish to change. Light pen [-] UPDATE and transmit. The display will reappear showing the changes.

You must light pen [-] UPDATE to enter data into the MDF. If you do not, the new data will not be entered. This option appears on all displays where data can be entered or changed and is intended to serve as an extra check to make sure incorrect data is not entered into the MDF.

WHAT YOU CAN DO NEXT:

ADDR LIST [--]

Choose this option to automatically assign copy numbers to addressees on a predefined address list. Enter the number of the address list you wish to use between the brackets then transmit.

[-] COPY ASSIGNMENTS

Light pen and transmit this option if you wish to assign the copy numbers directly.

[-] OASØ

Light pen and transmit this option if
you wish to go to the OASIS Options
Display or use the PF1 function key.

[-] MDFØ

Light pen and transmit this option if
you wish to go to the Material Dis-
semination Options Display or use the
PF2 function key.

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ADDRESS LIST DESIGNATION DISPLAY

USE: To automatically generate copy assignment data for a specific standard address list.

INSTRUCTIONS: Type the number of copies that are to be assigned between the brackets opposite the appropriate report type. (Note: The report type is an abbreviation which indicates the kind of report that is to be distributed to the addressees on the address list.) Transmit. The Copy Assignments Display will appear and will show copy assignments and receipt numbers.

If there is a discrepancy between the number of copies that you entered on the display and the number of copies that the address list specifically calls for, an alert message will appear on the second line of the Copy Assignments Display. If you entered more copies than the address list calls for, copy numbers will be assigned up to the total the address list calls for. The excess copies will be unassigned but may be assigned using the Copy Assignments Display. If you enter fewer copies than the address list calls for, copy numbers will be assigned up to the total you entered on the display. The rest must be assigned using the Copy Assignments Display.

WHAT YOU CAN DO NEXT:

[-] OASØ

Light pen and transmit this option if you wish to go to the OASIS Options Display or use the PF1 function key.

[-] MDFØ

Light pen and transmit this option if you wish to go to the Material Dissemination Options Display or use the PF2 function key.

☐ COPY ASSIGNMENTS

Light pen and transmit this option if you wish to go to the Copy Assignments Display for a reason other than automatically assigning copies.

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COPY ASSIGNMENTS DISPLAY

USE: To directly assign copy data, display automatically assigned copy data, or to review and/or edit previously assigned copy data.

INSTRUCTIONS:

Entering Copy Assignments For Domestic Addressees:

- * Type the addressee ID number, report type security code and copy numbers between the brackets under the appropriate columns. The copy numbers will appear exactly as you enter them.
- * If the copies of the document are sanitized versions of the original, enter an S between brackets in the SAN column.
- * Light pen [-] UPDATE.
- * Transmit. The display will reappear showing this data and the appropriate receipt number for each addressee.

Entering Copy Assignments For Foreign Addressees:

- * Type F000 between the brackets in the addressee column.
- * Enter the report type, copy numbers and security code.
- * Light pen [-] UPDATE.
- * Transmit. The display will reappear showing the new data, but it will not show a receipt number. The subsystem will use this data for the generation of a Foreign Approval List which will be passed to the TCO for review.
- * After the TCO approves the material for dissemination, enter the addressee ID number over the F000.

- * Enter the rest of the data between brackets in the appropriate columns.
- * Light pen [-] UPDATE.
- * Transmit. The display will reappear showing the new data along with the appropriate receipt number for each addressee.

(Note: The subsystem automatically generates all receipt numbers. For a description of the Foreign Approval List, see PRINTED OUTPUT.)

Edit Data Already in the File:

- * Type the correct data over the incorrect data.
- * Light pen [-] UPDATE.
- * Transmit. The display will reappear showing the corrected data.

Processing Materials for Destruction:

- * Enter D000 as the addressee ID number.
- * Enter copy data as appropriate.
- * Light pen [-] UPDATE.
- * Transmit.

Getting Additional Lines for Entering Data:

- * Light pen [-] ADD [--].
- * Type the number of lines you wish to add between the brackets.
- * Transmit. The display will reappear showing the new blank lines. You must enter data on these lines before you transmit the page again. If you do not they may disappear from the display.

Making Additional Assignments to Automatically Generated Lists:

- * Review the copy assignments that were automatically generated when you used the Address List Designation Display to make sure they are correct.
- * Add as many additional lines to the display as you need.
- * Add additional addressees using the blank lines just added.
- * Light pen [-] UPDATE.
- * Transmit.

Deleting Copy Assignments From the List:

- * Light pen the line or lines you wish to delete.
- * Light pen [-] DELETE.
- * Transmit. The display will reappear without the lines you deleted.

Paging Through the Display:

- * Use the function keys or paging options at the bottom of the display.

WHAT YOU CAN DO NEXT:

[-] OASØ

Light pen and transmit this option if you wish to go to the OASIS Options Display or use the PFl function key.

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[-] MDFØ

Light pen and transmit this option if you wish to go to the Material Disseminations Options Display or use the PF2 function key.

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BUILD ADDRESS LIST DISPLAY

USE: To create an address list to meet standard distribution requirements or to review and edit an existing address list. The display can also be used to delete an address list from the MDF.

INSTRUCTIONS: To create a new address list enter the addressee ID, report type and the number of copies between the brackets under the appropriate columns. Continue this process until the address list is complete. Light pen [-] UPDATE and then transmit. The display will reappear showing the completed address list.

To edit, type the correct data over the incorrect data. Light pen [-] UPDATE and then transmit. The display will reappear showing the corrected data.

To insert, an addressee on the list you must first get a blank line. To get a blank line, light pen the brackets on the line directly above the place where you wish to insert an addressee. Light pen [-] ADD and transmit. The display will reappear showing the blank line that you added. You can only insert one blank line at a time, and you must enter data on it before you transmit the page again. If you do not enter data on the line, it may disappear after you transmit again.

To add a blank space to the bottom of the list light pen the bracket next to the last addressee on the list. Light pen [-] ADD then transmit. The display will reappear with a blank line for entering data at the end of the list.

To delete one or more addressees from the address list, light pen the line or lines you wish to delete. Then light pen [-] DELETE and transmit.

To delete a complete address list from the MDF, light pen [-] DELETE LIST and then transmit. The Material Dissemination Options Display will then appear.

This display may consist of several CRT pages. To page through the display use the function keys or paging options at the bottom of the display.

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WHAT YOU CAN DO NEXT:

[-] OASØ

Light pen and transmit this option if you wish to go to the OASIS Options Display, or use the PF1 function key.

[-] MDFØ

Light pen and transmit this option if you wish to go to the Material Dissemination Options Display, or use the PF2 function key.

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ADDRESSEE IDENTIFICATION DISPLAY

USE: To enter new addressee names, ID numbers, pouch prefixes, room numbers and locations into the MDF. To edit, delete and/or review addressee names, ID numbers, pouch prefixes, room numbers and locations already entered into the MDF.

INSTRUCTIONS: To add a new addressee

- * Enter the addressee ID number and addressee name between the brackets.
- * If the addressee is foreign you must enter the pouch prefix. The room number and location are optional entries for all addressees.
- * Light pen [-] UPDATE.
- * Transmit. The display will reappear showing the newly entered data.

(Note: If you try to assign an addressee ID number that is already in the file, an error message will appear in the second line of the display. Foreign addressee ID numbers begin with F. Domestic addressee ID numbers begin with D.)

To edit existing data in the file, type the correct data over the incorrect data. Light pen [-] UPDATE and then transmit. The display will reappear showing the corrected data.

To get additional lines at the bottom of the display, light pen [-] ADD, type the number of lines you want to add between the brackets and transmit. The display will reappear showing the additional blank lines. Enter new data. You must enter data on these lines before you transmit the page again. If you do not, they will disappear from the display.

To delete one or more addressees from the file, light pen the line or lines you wish to delete and [-] DELETE and then transmit.

This display may consist of several CRT pages. To page through the display use the function keys or the paging options at the bottom of the display.

WHAT YOU CAN DO NEXT:

[-] OASØ

Light pen and transmit this option if you wish to go to the OASIS Options Display, or use the PF1 function key.

[-] MDFØ

Light pen and transmit this option if you wish to go to the Material Dissemination Options Display or use the PF2 function key.

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REVIEW RECEIPT DISPLAY

USE: To review receipts either before or after they have been printed and to print receipts for items requiring priority dissemination.

INSTRUCTIONS: This display is intended for review. You cannot change any of the data on the display. Use the paging options or function keys to page through this display.

Reviewing Receipts: When you review a receipt the DATE DISSEMINATED and the CABLE NUMBER/RETURN RECEIPT may contain different entries.

- * If the receipt you are reviewing has not been printed, the DATE DISSEMINATED will be blank.
- * If the receipt you are reviewing has not been acknowledged by the recipient, the CABLE NUMBER/RETURN RECEIPT will read NOT RCD.
- * If you are reviewing a domestic receipt that has been acknowledged, the CABLE NUMBER/RETURN RECEIPT will read RECEIVE. If the receipt is for a foreign addressee and has been acknowledged, the cable number will appear.
- * If the receipt you are reviewing has been voided, the CABLE NUMBER/RETURN RECEIPT will read VOID.

Generating Priority Receipts: This option allows you to create a priority receipt for any item(s) appearing on a regular receipt.

- * Light pen the item or items you wish to include on the priority receipt.
- * Light pen [-] NEW RECEIPT.
- * Transmit. The item or items you selected will be taken off the original receipt, assigned a new receipt number and a hard copy of the new receipt will be printed. The new receipt will be displayed.

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WHAT YOU CAN DO NEXT:

[-] OASØ

Light pen and transmit this option if you wish to go to the OASIS Options Display or use the PF1 function key.

[-] MDFØ

Light pen and transmit this option if you wish to go to the Material Dissemination Options Display or use the PF2 function key.

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PRINTED OUTPUT

The Dissemination Control Subsystem provides DCB/RSD with various printed reports, listings, and receipts. Some are printed automatically from information input on a CRT screen. Others are printed by the QLP or a batch program that retrieves the appropriate information.

AUTOMATIC OUTPUT

Receipts for both foreign and domestic addressees are printed or reprinted automatically through the use of the Material Dissemination Options Display. (See MATERIAL DISSEMINATION OPTIONS DISPLAY (MDFØ).)

Domestic Receipts: You may generate receipts for a single domestic addressee or all domestic addressees. The name and address of the recipient appears in the upper left-hand corner. In the upper right-hand corner is a place for the recipient to acknowledge receipt of the item(s). A sample domestic receipt appears in Figure 1. (Note: The Document Number on a domestic receipt is the security control number.)

Foreign Receipts: You may generate a receipt for a single foreign addressee or for all foreign addressees. The name and address of the recipient appears in the upper left-hand corner. Each receipt generated for a foreign addressee is automatically assigned its own SCN by the subsystem. This appears in the upper right-hand corner.

Foreign receipts contain more elements of data than domestic receipts. The SEC CODE refers to the classification of each item. The REPORT DATE refers to the date each item was issued. A sample foreign receipt appears in Figure 2.

Receipt Generation Summary: Each time you print a single receipt or a batch of receipts, a Receipt Generation Summary is also printed. It will be attached to the last page of the last receipt in the run. A sample Receipt Generation Summary appears in Figure 3.

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DOCUMENT RECEIPT			PAGE XX OF XX
ORIGINATOR : NPIC			RECEIPT NUMBER: XXXXXXXX
DATE SENT : XXXXXX			----SIGN AND RETURN TO <input type="checkbox"/> REGISTRY----
			OFFICE:
			DATE OF RECEIPT :
			SIGNATURE :
<div style="display: flex; justify-content: space-between;"><div>XXXXXXXXXXXXXXXXXXXXX XXXXX XXXXXXX</div><div>DESCRIPTION OF DOCUMENTS(S) SENT :</div><div></div></div>			
DOCUMENT NUMBER	COPY NUMBERS	CLASS	
XXXXXXXXXXXXXXXXXXXXX	XXX-XXX	XXXX	
.	.	.	
.	.	.	
.	.	.	

FIGURE 1. SAMPLE DOMESTIC RECEIPT.

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POUCH NUMBER : XXXXXXXXXX

DATE DISSEMINATED : XXXXXX

XXXXXXXXXXXXXXXXXXXXX
XXXXX
XXXXXXX

[illegible]

////////////////////////////////// AND NO OTHERS //////////////////////////////////////

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FIGURE 2. SAMPLE FOREIGN RECEIPT.

RECEIPT GENERATIONS SUMMARY
DATE: 781219 TIME: 18402668

ADDRESSEE	RECEIPT NUMBER
F002	HR1000009
F003	HR1000010
F004	FF3000011
F005	FF5000012

NUMBER OF RECEIPTS GENERATED 004

FIGURE 3. SAMPLE RECEIPT GENERATION SUMMARY.

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QLP AND BATCH OUTPUT

There are two basic types of output generated by QLP and batch programs: output with an immediate response requirement and output with an overnight response requirement.

Output With Immediate Response Requirement

There are two types of output with an immediate response requirement: Foreign Approval Lists and Special Purpose Reports.

Foreign Approval List: The Foreign Approval List, which is generated by the OASFLIST Program, serves as a worksheet for the TCO. Each item to be sent to a foreign addressee is given a special addressee ID number (F0000) either on the Copy Assignments Display or from a standard list through the Address List Designation Display. The subsystem then stores these special addressees until the OASFLIST Program is initiated.

After it is printed, the list and copies of the items to be disseminated are sent to the TCO. If the TCO approves the items for dissemination, he assigns copy numbers, address ID numbers and release codes. If for some reason the classification of the item is different from the classification of the original, then the TCO fills in the new classification.

The items on the Foreign Approval List are then reassigned via the Copy Assignments Display. (See COPY ASSIGNMENTS DISPLAY.) Items that are not approved will not appear in a new Foreign Approval List. A sample Foreign Approval List appears in Figure 4.

Special Purpose Reports: The contents of these reports are not predefined. They are precipitated by unusual occurrences within the intelligence community. The various types of reports that can be generated will be discussed in the next section.

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FOREIGN APPROVAL LIST

DATE: YYMMDD TIME: HHMM

SEC CNTL NUMBER	REPORT TYPE REPORT NUMBER	SEC CD	COUN CD	ORIG COPY NUMBERS	COPY NUMBERS	ADDRESSEE	RELEASE CODE	SEC COD
XXXXXXXXXXXXXX	XXXX	XXXX	XX	XXXXXX	---	---	-	---
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				XXX-XXX	---	---	-	---
					---	---	-	---
XXXXXXXXXXXXXX	XXXX	XXXX	XX	XXXXXX	---	---	-	---
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				XXX-XXX	---	---	-	---
					---	---	-	---
.
.
.

NUMBER OF ENTRIES FOR APPROVAL XXX

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FIGURE 4. SAMPLE FOREIGN APPROVAL LIST.

Output With an Overnight
Response Requirement

There are five basic types of reports and lists that can be generated by the subsystem:

- General Dissemination Summary Reports
- Foreign Release Reports
- Address List Reports
- Addressee Identification List
- Tracer Notices

All of these programs will be initiated by operators in COB/CSD upon request.

General Dissemination Summary Reports: These reports list all of the materials disseminated by DCB/RSD during a specific time period. A sample General Dissemination Summary Report appears in Figure 5. Abbreviations on the report stand for the following:

ADDRESSEE	Addressee ID number
CABLE NUMB	Cable number
CC	Country code
CLAS	Defense classification of <u>original</u> item
COPIES	Copy numbers of items sent to particular addressee
DATE DISSEM	Date document was disseminated
ERRATA?	Indicates if item is an errata
ORIG	Agency that originated the document

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REPORTS DISSEMINATED FROM XXXXXX TO XXXXXX										PAGE XXX OF XXX
SEC CNTL NUMB	REPORT NUMBER		S NUMB	CLASS	ORIG	RPT DTE CC	TITLE	CABLE NUMB	ERRATA?	
	ADDRESSE	RPT TYPE	SEC CODE	COPIES	REL CODE	RCPT NUMB	DATE DISSEM			
XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX	XXXX XXXX	XXXX	XXX-XXX	X	XXXXXXXXXX	XXXXXX	XXXXXXXXXX	X	
	XXXX XXXX	XXXX	XXXX	XXX-XXX	X	XXXXXXXXXX	XXXXXX	XXXXXXXXXX		
	XXXX XXXX	XXXX	XXXX	XXX-XXX	X	XXXXXXXXXX	XXXXXX	XXXXXXXXXX		
XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX	XXXX XXXX	XXXX	XXX-XXX	X	XXXXXXXXXX	XXXXXX	XXXXXXXXXX	X	
	XXXX XXXX	XXXX	XXXX	XXX-XXX	X	XXXXXXXXXX	XXXXXX	XXXXXXXXXX		
		
		
		

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FIGURE 5. SAMPLE GENERAL DISSEMINATION SUMMARY REPORT.

RCPT NUMB	Receipt number
RPT DATE	Date report was issued by originating agency
RPT TYPE	Report type
SEC CNTL NUMB	Security control number
SEC CODE	Defense classification of the <u>copies</u> of the item sent to each addressee
S NUMB	Accession number

There are five types of General Dissemination Summary Reports:

- * General Dissemination Reports - Lists all materials disseminated during a specified time period. There are two lists: one is sorted by SCN and the other is sorted by report number. If for some reason an item does not have a report number, it will appear first on the list sorted by report number.
- * Foreign Dissemination Reports - Lists all materials disseminated to foreign addressees during a specific time period. There are two lists: one is sorted by SCN and the other is sorted by report number.
- * Domestic Dissemination Reports - Lists all materials disseminated to domestic addressees during a specific time period. There are two lists: one is sorted by SCN and the other is sorted by report number.

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- * Records Center Reports - Lists all materials sent to the Records Center during a specified time period. There are two lists: one is sorted by SCN and the other is sorted by report number.
- * Dissemination of Specific Report Types - Lists all items of a specific report type disseminated to all addressees during a specified time period. Can include up to four different report types. Sorted by SCN.

Foreign Release Reports: These reports list all materials disseminated to all foreign addressees or to a specific foreign addressee during a specified time period. These reports differ in format and contain fewer data elements than the General Dissemination Reports. A sample Foreign Release Report appears in Figure 6.

- * General Foreign Release Reports - Sorted by addressee.
- * Disseminations to a Specific Foreign Addressee - Can be further refined by originator, report type or originator and report type. List can include up to four different originators and six different report types.

Address List Reports: Lists all address lists by address list ID number. Produced periodically. A sample Address List Report appears in Figure 7.

Addressee Identification List: Lists all addressees in the MDF. Sorted by addressee ID number and addressee name. Produced periodically. A sample Addressee Identification List appears in Figure 8.

Tracer Notices: Tracer notices are sent out to addressees who have not acknowledged the receipt of a shipment of materials. There are two types of tracer notices:

- * Domestic Tracer Notices - Sent out if shipment of materials to a domestic addressee has not been acknowledged after ten days. Domestic tracers are the same as domestic receipts except that the word tracer appears in the upper left and lower right corners.

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Approved For Release 2008/11/25 : CIA-RDP79T00850A000200030001-6

ADDRESS LISTS		DATE: XXXXXX	PAGE XX OF XX
ADDRESS LIST ID	ADDRESSEE CODE	REPORT TYPE	NUMBER OF COPIES
XX	XXXX XXXX	XXXXX XXXXX	XXX XXX
	.	.	.
	.	.	.
	.	.	.
	.	.	.

FIGURE 7. SAMPLE ADDRESS LIST REPORT.

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ADDRESSEE IDENTIFICATION LIST				PAGE XX OF XX
ADDRESSEE CODE	ADDRESSEE NAME	ROOM	LOCATION	POUCH PREFIX
XXXX	XXXXXXXXXXXXXXXXXXXX	XXXXX	XXXXXXX	XXX
XXXX	XXXXXXXXXXXXXXXXXXXX	XXXXX	XXXXXXX	XXX
.
.
.

FIGURE 8. SAMPLE ADDRESSEE IDENTIFICATION LIST.

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- * Foreign Tracer Notices - Sent out if a shipment of material to foreign addressees has not been acknowledged after 30 days. Foreign tracers are the same as foreign receipts except that the word tracer appears in the upper left and lower right corners.

Getting the Printed Reports

All QLP and batch output will be printed in the Computer Operations Branch. To obtain a printed report, you must first fill out a blue copy of the Operations Branch Work Request (Form 1125, Revised 6-78). A sample Operations Branch Work Request appears in Figure 9. Fill out the request form in the following manner.

- * Fill in the pertinent information on the top portion of the form.
- * Under JOB DESCRIPTION, check the appropriate box for the report you want printed. You may select only one per request.
- * If you wish to have a Summary Report or a Foreign Release Report printed, you must enter the dates you want the report to cover.
- * You may request a Summary Report that covers the dissemination of up to four specific report types. Enter the report type(s) you wish the summary to cover in the blanks.
- * You may request a Foreign Release Report that covers dissemination to a single addressee. Be sure to enter the addressee ID number in the space provided on the form.
- * You may also request a Foreign Release Report that breaks down disseminations to a single addressee by report type and/or originator. These requests may contain up to six report types and four originators. Enter the report type(s) and/or the originator(s) on the blank lines on the form.

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R FM 1125 (S-34)
(6-78)

Reverse side blank

ERROR MESSAGES

Error messages from the Dissemination Control Subsystem will appear on the second line of your CRT display or on your printed output.

ERROR MESSAGES ON CRT DISPLAY

The error messages that may appear on your CRT display and what to do if you receive one are listed below.

Error Messages

ADDRESS LIST ASSIGN DISCREPANCY

ADDRESS LIST DOES NOT EXIST

ADDRESS LIST EMPTY

What To Do

The number of copies you entered in the Address List Designation Display does not correspond to the number of copies called for by the address list you selected. If the number you assigned is greater than that called for by the address list then the copies will be assigned up to the number called for by the address list. If the number you have entered is less then copy assignments will be made up to the number you entered.

The address list ID number that you have entered is not in the MDF. Enter the correct address list ID number and try again.

The address list ID number that you have entered does not contain any entries. Enter the correct address list ID number and try again.

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Error Messages

ADDRESSEE DOES NOT EXIST

DUPLICATE ADDRESSEE CODE --
UPDTE IGNORED

DUPLICATE SECURITY CONTROL NUMBER

ENTER DESCRIPTIVE DATA BEFORE
GOING ON

EXTRANEIOUS DATA FOUND DELETE
BLINKING FIELD

ILLEGAL ADDRESSEE CODE

What To Do

You are trying to assign copy numbers to an addressee that is not in the MDF. If the addressee ID is valid, you must enter the addressee in the addressee ID list before trying again.

You have attempted to assign the same addressee ID number to two different addressees. Correct error and try again.

The security control number you attempted to assign to either a new item or an errata is already assigned to an item in the MDF. Check to make sure you have entered the SCN correctly. If so then assign a new number.

You have attempted to assign copy data before entering all the required descriptive data into the MDF. Make sure you have entered all the required data on the Material Description Data Display.

You have attempted to use more than one option on a display. Delete the extraneous material and try again.

The addressee code you entered is not in the proper format. (F or D followed by three numbers). Enter the addressee code correctly and try again.

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Error Messages

INSERT DATA INCOMPLETE -- UPDATES
IGNORED

INTERNAL LOGIC ERROR

ITEM REQUESTED HAS BEEN ARCHIVED

ORIGINAL ARCHIVED - ENTER OR RESTORE
DATA

POUCH NUMBER NOT AVAILABLE

RECEIPT PREVIOUSLY VOIDED

RECEIPTS FAILED TO INITIATE --
TRY AGAIN

What To Do

You did not enter a complete line of data for a new entry in the Addressee ID list. Enter the missing data and try again.

This is a program error. Try again. If you receive this message again, call CSD/Technical Services Branch.

The security control number you entered exists but has been archived. (You should not receive this message until the archival program has been put into operation).

The original item for the errata you are trying to enter has been archived. You may restore the archived material and re-enter the errata or enter the description data for the errata directly. (You should not receive this message until the archival program has been into operation.)

The block of Security Control Numbers allocated to receipts has been exhausted. See your supervisor.

The receipt you are trying to mark returned has been voided. Try again with the correct receipt number.

The receipt or receipts that you requested were not printed. Wait a moment and try again.

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Error Messages

What To Do

REQUESTED DATA DOES NOT EXIST

The data you requested is not in the MDF.
Make sure your entry is correct and try again.

REQUIRED FIELD MISSING

You have failed to enter all the necessary
data for the option you wished to use. Enter
the missing data and try again.

YOU HAVE VIOLATED SECURITY

You have attempted to gain access to a display
that you are not permitted to use. Use only
the displays that you are permitted to use.

ERROR MESSAGES ON PRINTED OUTPUT

The error messages that may appear on your printed output and what to do if you receive
one are listed below.

Error Messages

What To Do

ADDRESSEE DOES NOT EXIST

You have requested a receipt for an addressee
that is not in the MDF. Correct the addressee
ID number and try again.

ADDRESSEE IDENTIFICATION MISSING

The addressee you used does not have accompany-
ing identifying data. Enter the full data
through ADDRESSEE IDENTIFICATION Display. Try
again.

DATA BASE ACCESS ERROR
XXXXXX XXXXXXXXXXXX

This is a subsystem error. Try again. If you
receive this message again, call CSD/Technical
Support Branch.

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Error Messages

What To Do

DATA CARD FORMAT ERROR

This is a subsystem error. Try again. If you receive this message again, call CSD/Technical Support Branch.

DATA CARD MISSING

This is a subsystem error. Try again. If you receive this message again, call CSD/Technical Support Branch.

IMPART ERROR

This is a subsystem error. Try again. If you receive this message again, call CSD/Technical Support Branch.

NO COPY DATA - RECEIPT SHOULD
BE VOIDED

This receipt contains no copy numbers. It should be voided.

NO FOREIGN APPROVALS PENDING

There are no items stored in the MDF for the Foreign Approvals List.

NO RECEIPTS READY TO BE PRINTED

There are no receipts of the type you requested ready to be printed.

PROCESSING ERROR--ERROR CODE = XX

This is a subsystem error. Try again. If you receive this message again, call CSD/Technical Support Branch.

RECEIPT DOES NOT EXIST

The receipt you have requested to be reprinted does not exist. Correct the receipt number and try again.

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SECRET

Secret

Secret